

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO  
MINUTES OF THE REGULAR MEETING  
June 10, 2014**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held June 10, 2014 at 1:30 p.m. at the Administrative Office in the Basement Conference Room, 325 Broadway, Fargo, North Dakota.

**COMMISSIONERS PRESENT**

Karen Moore                      Tonna Horsley  
Thomas Jefferson                Bryce Alme Johnson  
Ken Krajsa

**ABSENT**

Michael Leier

**FHRA STAFF PRESENT**

Lynn Fundingsland, Executive Director  
Jill Elliott, Deputy Director  
Steve Eickhoff, Capital Improve. Coordinator  
Michelle Greening, Finance Manager  
Debbie Sanden, HR/Executive Administrative Assistant  
Meliha Cavkusic, Project Manager/Safety Coordinator  
Scott Noeske, Accountant & Yardi Administrator  
David Novotny, Maintenance

**ABSENT**

Joni Larson, Maintenance  
Darcy Cohrs, Property Manager

**BSI STAFF PRESENT**

**PUBLIC GUESTS**

Jenn Lambert, Kilbourne Group

**ADDENDUM TO AGENDA**

Health Insurance

**CONSENT AGENDA**

RESOLUTION #13-2014

M/S/P

Krajsa/Horsley

BE IT RESOLVED, the Consent Agenda is approved.

**REPORTS**

**Financials**

Ms. Greening presented the financial reports for the month of May 2014. The High Rise insurance claim has been completed with \$5,000 paid for the deductible. Discussion ensued on the high propane cost and how to proceed with energy management in the future.

**Capital Projects**

Mr Eickhoff reported on the Capital Projects in progress. Planning for the New Horizon's waste stack project continues to move forward. The High Rise repairs have been completed with the ceiling installed in the lobby last Friday. The Capital Project 5-year plan and Annual plan is currently in process to be submitted in October 2014.

**Deputy Director's Report**

Ms. Elliott presented an update for the teams and projects in process. There were 20 staff attending the HUD training last week. Street Smart met recently and there was discussion regarding the spring influx of transient homeless and some observation of more aggressive street behaviors. A meeting will be held for downtown shop owners to address the issues. The HCV letter was mailed to program participants.

**OLD BUSINESS**

**New Horizons Bank Loan Approval**

Mr. Fundingsland reported the RFP went out to a number of banks select a lender for the New Horizons waste stack project. Capital One has provided the best loan terms. Additionally, Capital One has a consultant who will assist with the loan documents and working through the HUD process.

RESOLUTION #14-2014

M/S/P

Krajsa/Jefferson

BE IT RESOLVED, to accept the Capital One finance proposal as the lowest and best bid for Capital Fund financing for the New Horizons (14-2) project and, to authorize the Executive Director and/or the Board Chair to execute any and all documents required by Capital One to secure the financing, for up to \$1,000,000.

**Public Housing Flat Rent**

Ms. Elliott provided information on the public housing flat rent. HUD has not prepared their written rule yet; this mandate came directly from Congress and is statutory. A request which was sent to HUD to consider the High Rise apartments as a zero bedroom due to their size has been refused. The rent at the High Rise will increase from \$300 to \$405, with a 45-day notice.

**Housing American Campaign Update**

Ms. Elliott presented information on the Housing America Campaign. The theme for the campaign is "Housing America Justice League Fighting for Affordable Housing". The first event was held during the marathon. A banner has been completed and will be used for a backdrop while exhibiting at the Deadwood conference. There were three regional awards applied for and awarded.

**Discrimination Complaint**

Mr. Fundingsland reported on the housing discrimination complaint and provided an overview of the case. Responses have been filed with HUD and with the state; no final word has been received yet from either. FHRA staff followed the procedures as written and documented everything well.

**NEW BUSINESS**

**Approve Admin Plan Chapters 10 & 12**

Ms. Elliott presented Chapters 10 & 12 of the Admin Plan for approval. The Nan McKay resource manual was used to prepare the chapters which states what can and can't be done.

RESOLUTION #15-2014

M/S/P

Jefferson/Horsley

BE IT RESOLVED, to approve Chapters 10 & 12 of the Admin Plan as presented.

**Consider Cancelling July Board Meeting**

Mr. Fundingsland asked for consideration in cancelling the July board meeting due to travel and vacation plans by staff and board members.

RESOLUTION #16-2014

M/S/P

Krajsa/Alme Johnson

BE IT RESOLVED, to cancel the July Board Meeting.

**Consider Moving the October 14<sup>th</sup> Board Meeting to October 13<sup>th</sup>**

Mr. Fundingsland reported there is a conflict for the October 14<sup>th</sup> FHRA Board meeting. The BSI strategic planning meeting is scheduled for the 14<sup>th</sup> and 15<sup>th</sup> of October. It was suggested to reschedule the FHRA Board meeting to the 13<sup>th</sup> of October during the lunch hour. This meeting time will be confirmed during the August 2014 board meeting.

**MOU with BSI**

Mr. Fundingsland reported he has met with the tax credit attorney who suggested both the BSI and FHRA

board approve a resolution declaring the intention for tax credit properties as they reach maturity. The first property matures in 2017 and then at least one each year for the next 9 years. The resolution would direct the right of first refusal to transfer to the HRA for several LIHTC properties. A concern is that knowledge of why BSI was created be shared with future boards and it was suggested to create a board handbook that would be reviewed once a year by the board.

**2015 Annual Plan**

Ms. Elliott reported the 2015 Annual Plan will be started tomorrow with the RAB Meeting and will continue throughout the summer.

**LEP – Limited English Proficiency**

Ms. Elliott provided information on the LAP/ LEP project. A committee has been created to handle this project with Nazar Habib serving as the Language Coordinator. An intern and the ROSS Coordinators will also assist with the project. The first goal is to translate documents into Somali.

**FHRA Health Insurance Options**

Mr. Fundingsland reported on the BCBS Health insurance changes that will be occurring including coverage and premium. Discussion ensued on the health insurance plans and future options. FHRA has the option of moving to the insurance plan with the HBA as we are current members.

RESOLUTION #17-2014

M/S/P

Jefferson/Krajsa

BE IT RESOLVED, to switch from the BCBS plan with the Chamber of Commerce to the BCBS Plan with the HBA.

Commissioner Alme Johnson abstained from voting on this resolution.

**Kaaren Daniels' Veteran's Project**

The video submitted for the Kaaren Daniels Veteran's project for the award at regional NAHRO was viewed.

**Adjourn**

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held August 12, 2014.

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Karen Moore  
Chairperson

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Lynn Fundingsland  
Secretary